







Copying and moving folders

Procedure

1. Start the transaction using the menu path or transaction code.

Home Page of InfoView

Go directly to:

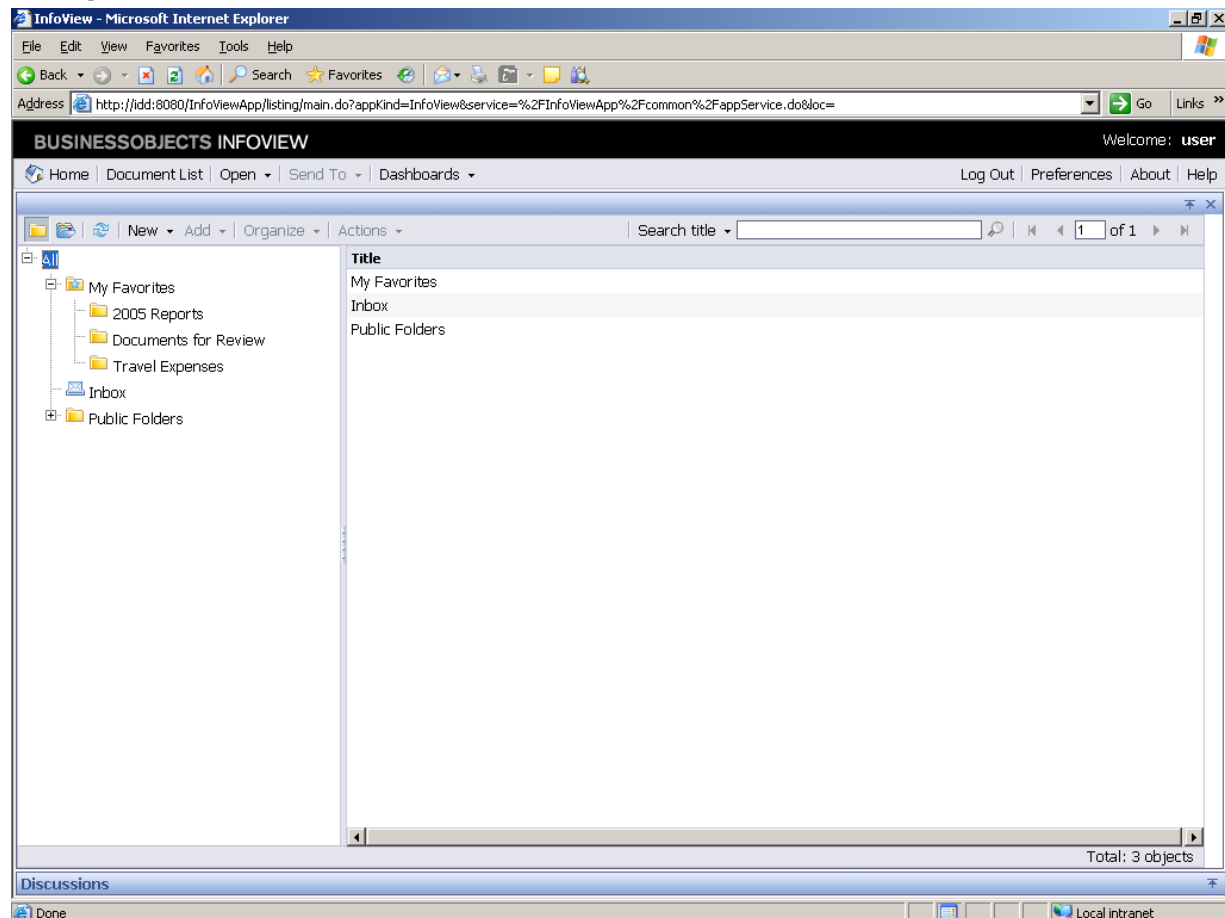
-  [Document List](#)
-  [My Favorites](#)
-  [My Inbox](#)
-  [My Preferences](#)
-  [Information OnDemand Services](#)
-  [Help](#)

InfoView

2. Click the **Document List** tree

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3. Press [Enter] to continue.

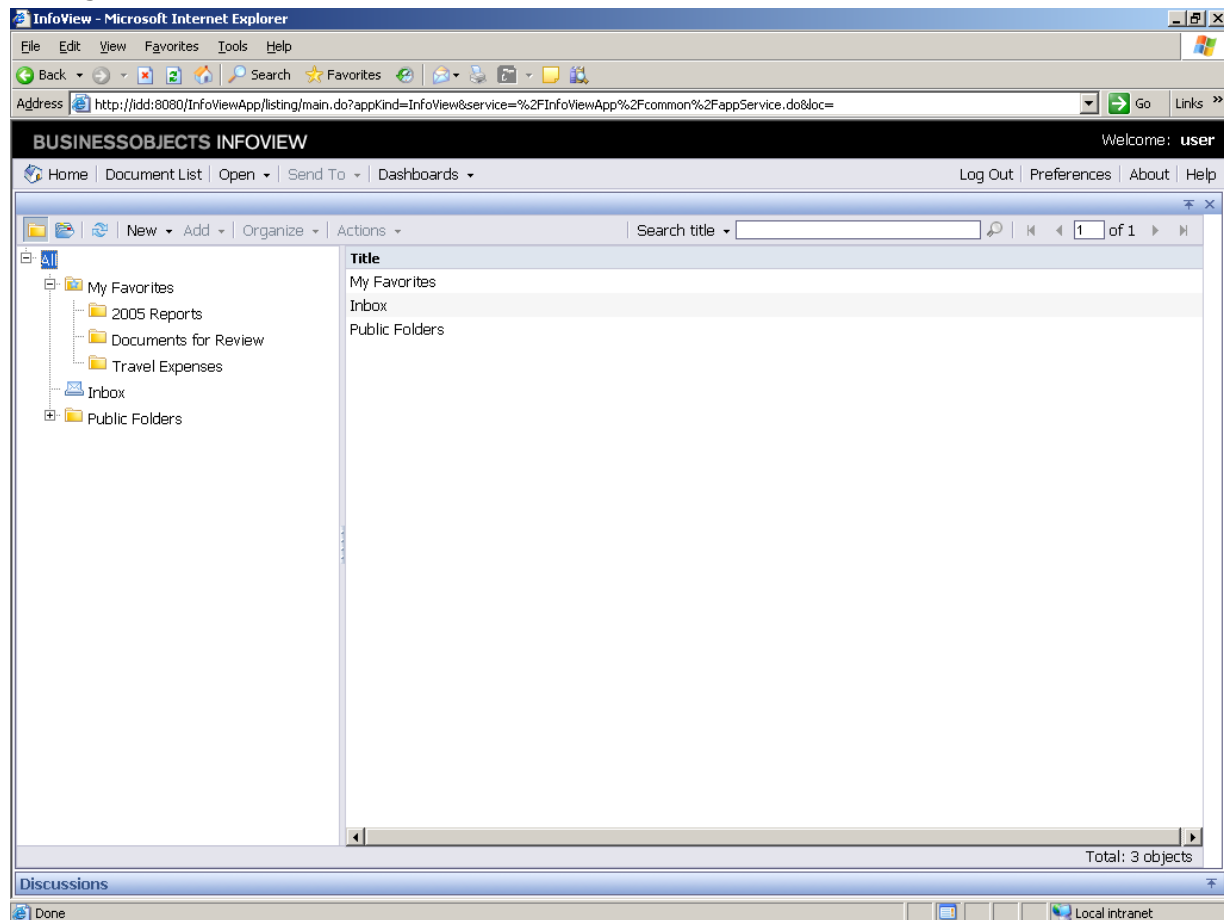
As your documents change, so does the way you prefer to organize your data. Over time, you will want to copy and move folders around to maintain an organized structure within InfoView.

In this example, you will move a folder to become a subfolder, then copy it to another location.

Press **[Enter]** to continue.

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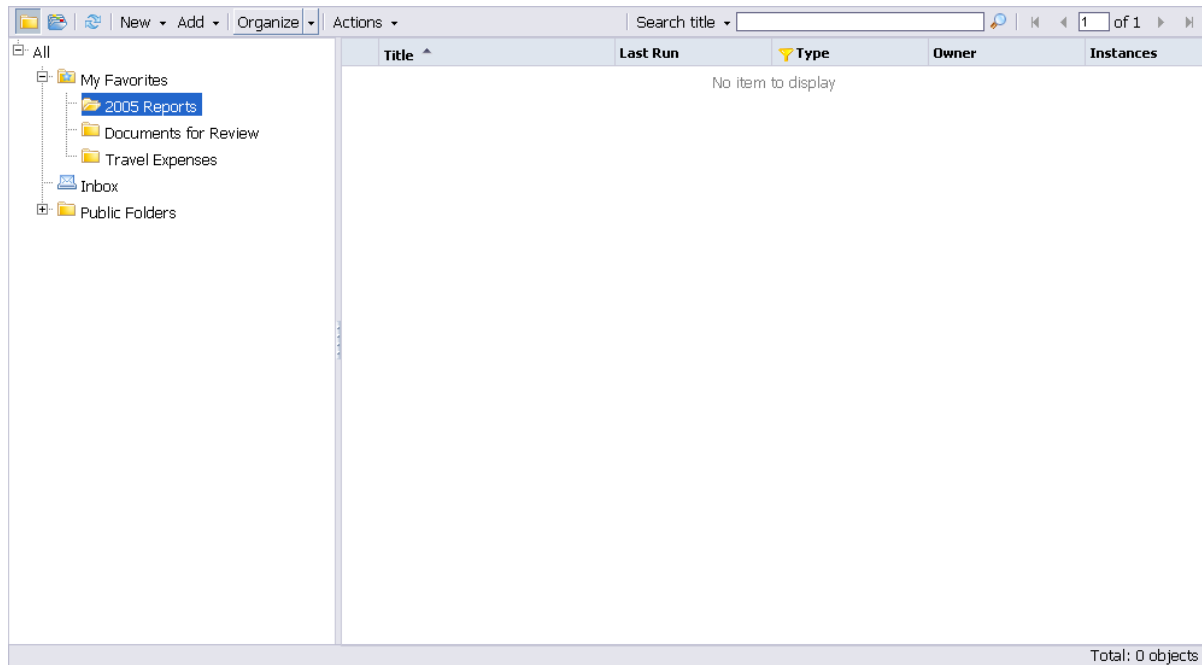
Listing



4. Click the **2005 Reports** tree item.

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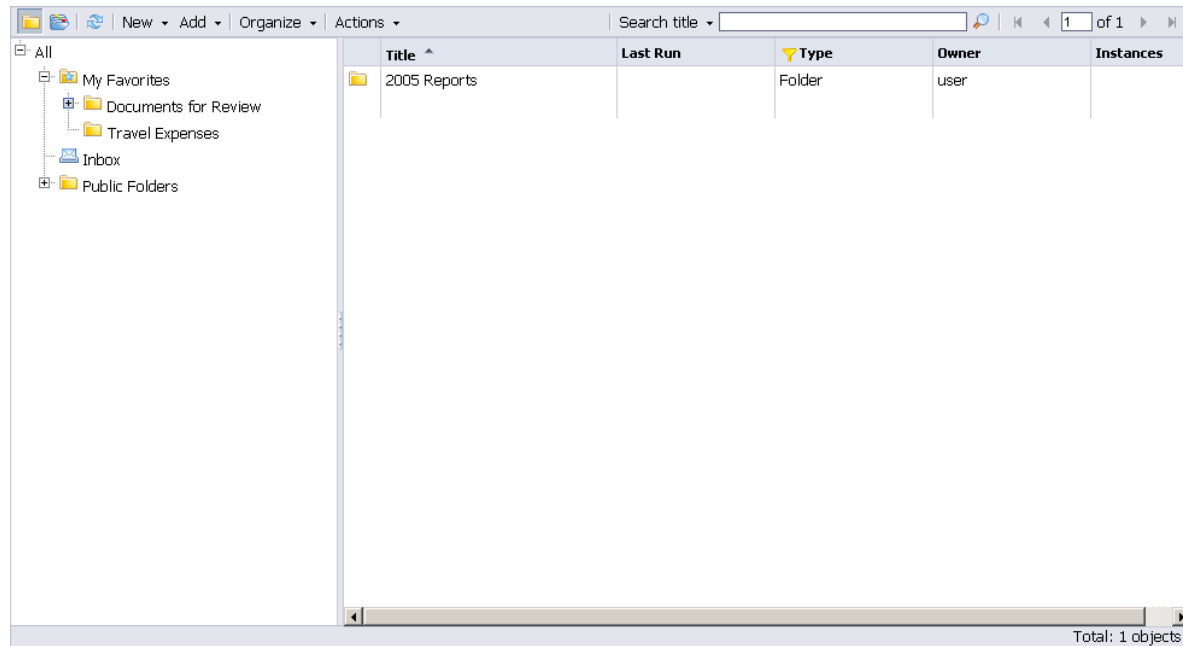
5. Click **Organize**.
6. Click **Cut**.
7. Click the **Documents for Review** tree.

Select the new location for the folder.

8. Click **Organize**.
9. Click **Paste**.

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The screenshot shows the Business Objects Explorer window. On the left is a tree view with 'All' expanded, showing 'My Favorites' (containing 'Documents for Review' and 'Travel Expenses'), 'Inbox', and 'Public Folders'. The main pane displays a table with the following data:

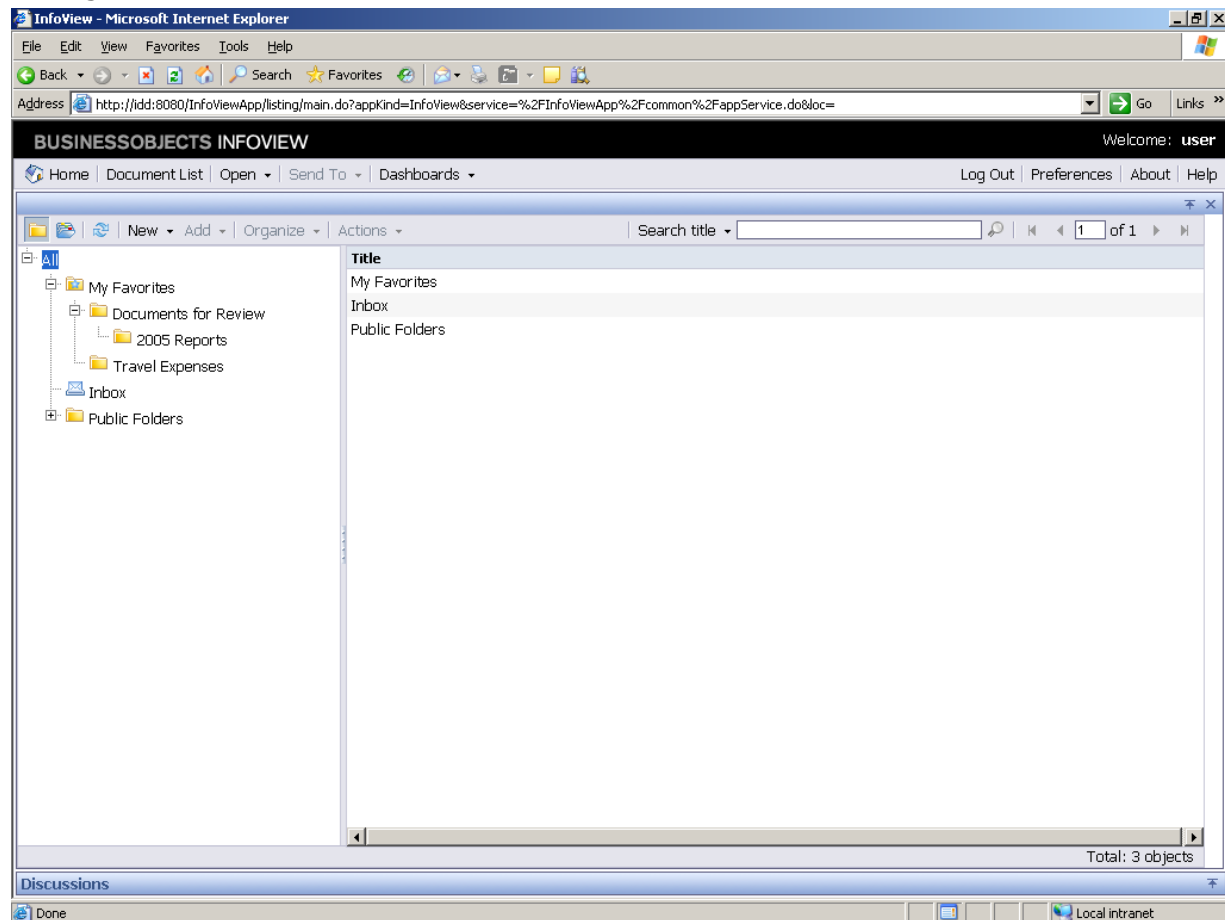
Title	Last Run	Type	Owner	Instances
2005 Reports		Folder	user	

The status bar at the bottom right indicates 'Total: 1 objects'.

10. Click the + button before the **Documents for Review** tree item.

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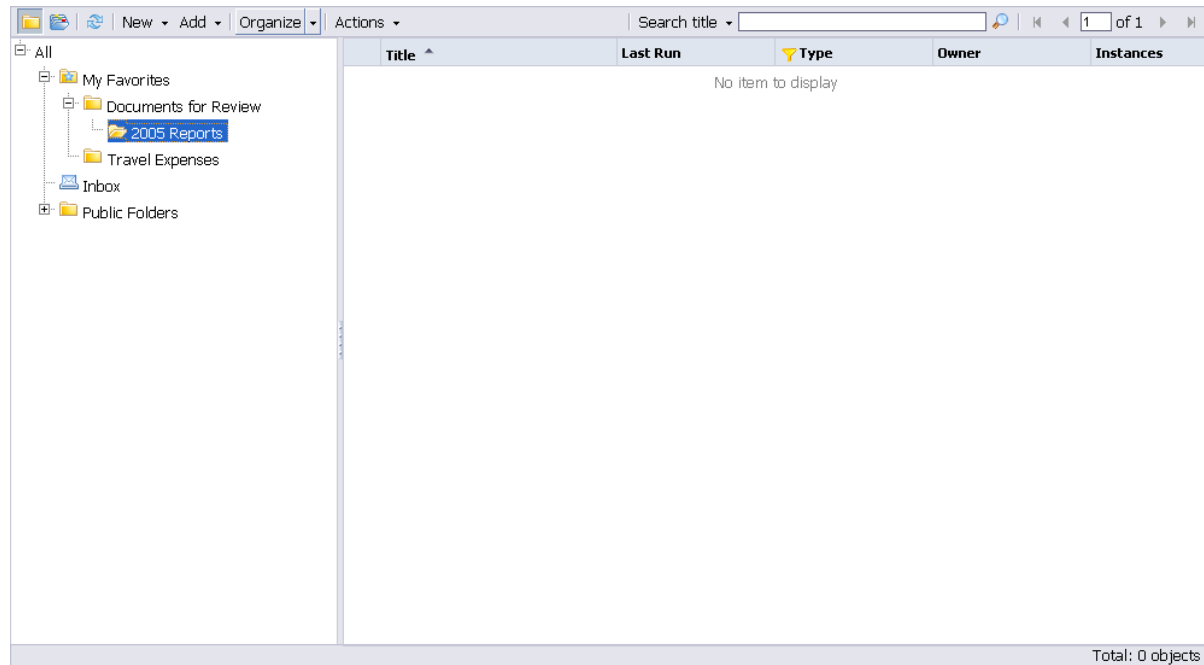
11. Click the **2005 Reports** tree item.

The 2005 Reports folder now appears as a subfolder under the Documents For Review folder.

Now copy the 2005 Reports folder so that it also appears under the Travel Expenses folder.

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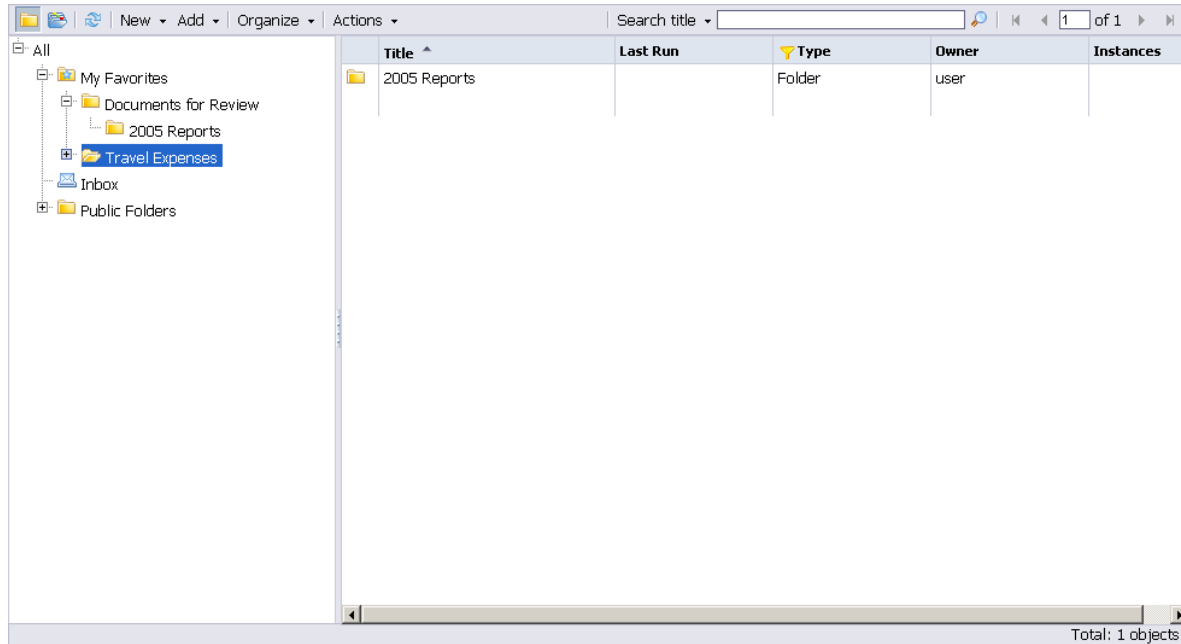
12. Click **Organize**.
13. Click **Copy**.
14. Click the **Travel Expenses** tree item.

Select the location for the folder and all of its contents to be copied to.

15. Click **Organize**.
16. Click **Paste**.

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Title	Last Run	Type	Owner	Instances
2005 Reports		Folder	user	

Total: 1 objects

17. Click the + button before the **Travel Expenses** tree item.

The 2005 Reports folder also now appears under the Travel Expenses folder.

Press **[Enter]** to continue.